

I. Status of Tasks Assigned by Senior Management:

None.

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

STAT A. The first major hurdle has been completed in the creation of a bar code system for the Office of Logistics, Printing and Photography Group (OL/P&PG). A representative from Telxon Corporation came in last week to assist a member of the ADP Staff in generating the code required to utilize the bar code readers in the collection of production data. Remaining problems to overcome are getting the data from the bar code readers into the personal computers and then from the personal computers into the Management Information System database which resides on the mainframe computer. Work on this project is expected to continue during the upcoming weeks. (AIUO) [REDACTED]

STAT B. Representatives from the Office of Logistics, Printing and Photography Group (OL/P&PG) met with a representative from the Office of Information Resources, Planning and Development Division (DI/OIR/P&DD) to discuss their research project on Desktop Publishing (DTP). OIR contracted Computer Science Corporation (CSC) to identify ways to facilitate the electronic transfers of DTP documents to P&PG in order to streamline the printing process for DI desktop published documents. Presently, the DI has two publications published on a regular basis using DTP technology. P&PG's role in this study will be to aid the contractor in understanding P&PG printing requirements, clarify current policy, and provide guidance regarding present technology or policy. The thrust of this study will allow the DI to form a basis for future decision making on the feasibility of electronically interfacing with the printing plant and how to configure a local area network for DTP workstations. (AIUO) [REDACTED]

C. Production of the Chinese-English Glossary of Military Terms in the Office of Logistics, Printing and Photography Group (OL/P&PG) is currently in the prepress camera area. This job is for the Foreign Broadcast Information System (FBIS) and consists of over 2,000 pages of text and over 250 printing plates. Printing of this job began on 12 July. (AIUO) [redacted]

D. The Office of Logistics, Printing and Photography Group (OL/P&PG) reports that a speaker for the Office of Logistics Quarterly rescheduled two appointments with Design and Presentation Center's (D&PC) planner because of complications in TDY arrangements. The information for his eight visuals were finally relayed over the telephone on the afternoon of Wednesday, 6 July. The text slides, discussing various aspects of asbestos in the Agency, will be ready when he returns from his trip, in time for the dry run of the Quarterly on 13 July [redacted] (U)

F. The MPTV Center is in the process of cataloging and sending old films to archives for long-term storage. The films were previously stored in the Photography Branch. (U) [redacted]

G. The Office of Logistics, Printing and Photography Group (OL/P&PG) reports that the (MPTV) Center will be supporting the Office of Public Affairs in the filming of selected interior and exterior shots of the Central Intelligence Agency to be aired in Los Angeles on the KCET Public Broadcasting TV station. (U) [redacted]

H. The Office of Logistics, Printing and Photography Group (OL/P&PG) reports that the 3M Computer Output Microfilm (COM) recorder was out of service on Friday, 8 July due to an electronic

*PRG does not know when, where or why of this requirement. Report when and if we can. yzo*

failure. A service call was placed to TRW at 0750 and The technician arrived in the COM Center at 1100. This situation, combined with several magtape data errors, has had a detrimental impact on this week's production of the bi-weekly payroll microfiche. The resulting effect was an increase in the usual amount of overtime necessary to complete these requests by the 12 July COB deadline for the Office of Finance. (U)

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I. The Office of Logistics, Printing and Photography Group (OL/P&PG) reports that Motion Picture/Television (MPTV) employees, assigned to work on the time lapse film for the New Building, have found all of the footage needed for the project. A density test was mailed to Commonwealth Laboratory in Richmond on Friday, 1 July. We are expecting the test to return on Monday, 11 July. Once we receive the test results, MPTV will begin the special printing of the film. The test results were delayed because of the 4th of July holiday. (U)

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III. Upcoming Events:

None.

IV. Management Activities and Concerns:

None.

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